

Starting Microsoft Word

Microsoft Word is a word processing program. It is similar to WordPad, but has many more options, including a built-in Spell Check, more formatting choices, and a Thesaurus.

You can start up **Word** in many different ways.
Here are 2 methods:

2. Click **Microsoft Word**.

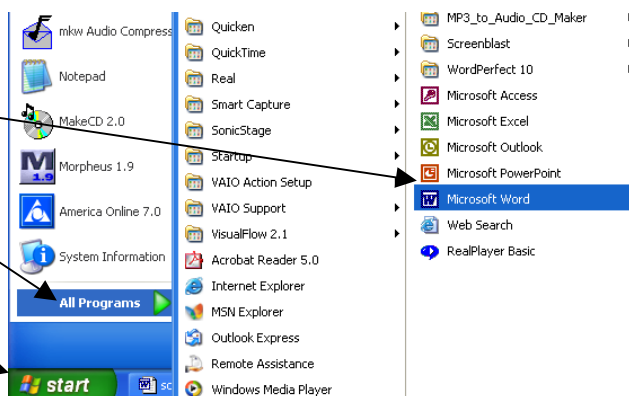
1. Click **Start**.

OR

3. Click **Microsoft Word**.

2. Click **All Programs**.

1. Click **Start**.



You can also create a shortcut for Word on the desktop:

1. On the Start menu, click All Programs.
2. Right click on **Microsoft Word** and select **Send To > Desktop**.

A shortcut will appear on the desktop. You can then double-click on that icon to start Microsoft Word.



The Microsoft Word Screen

When you start **Microsoft Word**, the program opens up to the following screen:

